

Requesting eTIGER Access for CTE Instructors and Staff

Revised April 2016

In April 2016, the department's division of information systems revised the application form and process in increase internal controls. CTE directors are the only supervisors able to request eTIGER access for instructors and staff. The following are the procedures to request eTIGER access:

The access form, called *TDOE Application Access Form - District & School Level Request*, can be found [here](#).

1. You will use this form to request new access, modification of access, or removal of access (inactivation) for instructors or CTE district staff.
2. Under "eTIGER," teachers are given the following access:
 - InstructorUnder "eTIGER," CTE staff are given the following access:
 - Read-Only
 - User (only with appropriate justification)
3. In the "Justification" box, please ensure the following is clearer stated:
 - a. For CTE instructors: state that the applicant is a "CTE teacher who needs eTIGER access to provide data reporting for their classes," and ensure the applicant writes in the 1) endorsements, 2) career cluster, and 3) courses taught.
 - b. For CTE staff (non-teachers): state that the applicant is a "CTE staff member who needs eTIGER access to assist the CTE director in their duties".
4. Enter your name and title for "Supervisor's Name" and "Title."
5. Review the form, ensuring that all fields are complete including Teach License Number and send it back electronically to your EIS district contact. The EIS contact can ONLY accept forms submitted and signed as supervisor from the CTE Director, not staff or instructors.

The required items are highlighted on the attached form. The Help Desk suggests that if you do this often, you can pre-fill the form and have instructors or CTE district staff complete the top portion and fill their name at the bottom of the form for "Employee Name." Once returned to you for review, then you would send to your district EIS contact.

